



Director, Administration

Position Scope

Located in Toronto and reporting to the SVP, Finance & Administration, the Director will support the SVP by managing and executing all day-to-day operations of the global administration functions. Core to this role includes the ability to manage the Administration team on a day-to-day basis to ensure proper asset onboarding, registration completeness for all assets at global royalty collectives, dispute resolution and maximizing royalty collections, efficient and accurate processing of royalties, delivery of world-class service and experience to all clients, and being a strategic partner to the SVP.

Key Responsibilities

- Assist in effectively leading & support the Administration department in achieving its annual objectives and related key performance indicators, including requisite reporting.
- Contribute to the development of and actively execute the annual Strategic Operational Plan and all related Individual Workplans for the Department.
- Assist in Performance Management for all department personnel – coach, mentor, motivate, assess performance and provide proactive feedback.
- Ensure all monthly, quarterly, and semi-annual reporting is delivered accurately and on-time to both internal and external clients/stakeholders.
- Oversee day-to-day management of Administration functional groups (both teams and their tasks) including Royalty Processing, Registrations & Deal-Onboarding, Production Music, and Client Services.
- Oversee departmental projects and ensure delivered on-time and on-budget.

- Ensure achievement of revenue completeness through supporting processes such as annual budgeting, forecasting, variance analysis, conflicts and dispute resolution, including internal and external relations as required.
- Assist in management of royalty collections network and related relations to ensure maximized collections and efficiency.
- Continually seeks to improve the departments systems, processes, procedures, controls, and team members through proactivity and innovation.
- Collaborates with other business leaders to ensure accurate forecasting and informed reporting to support decision-making across the business.
- Other duties as required by the needs of the business.

Qualifications, Experience and Skills

- University degree or equivalent career experience
- 10+ years of experience in dynamic work environment dealing with both internal and external clients/stakeholders
- 5+ years demonstrable experience in managing a team
- Demonstrated ability to plan and deliver on team objectives
- Demonstrated ability to innovate and drive process efficiencies through use of technology
- Strong communication skills, both verbal and written
- Strong leadership, technology, and problem-solving skills
- Strong interpersonal skills
- Strong project management skills
- Strong knowledge of the music industry, with particular knowledge of the administrative aspects of music publishing
- Experience with Salesforce, SharePoint, and MusicMaestro or iMaestro, an asset
- Experience with big data, business intelligence and data analytics, an asset

Behavioural Identifiers

- Strategic thinker
- Effective communicator
- Objective-driven

- Self-starter and entrepreneurial
- Problem solver and calm under pressure
- Analytical and detail-oriented
- Adaptable and flexible
- Trustworthy and dependable

This role offers a competitive salary

The successful candidate will need to agree to a complete background check

Please send your resume to careers@olemm.com

We thank all respondents for their interest and will contact only those whose skills and background closely meet the criteria